



EMPLOYMENT SCREENING RESOURCES®

FCRA Certifications for Employment Purpose Background Check

Diocese of Sioux City (End-User)

End-User is requesting a consumer report and/or investigative consumer report from Employment Screening Resources on the following subject:

Printed First Name

Printed Last Name

By placing this order for a consumer report and/or an investigative consumer report from Employment Screening Resources, you, the "End-User," certify as follows:

1. End-User is requesting the report for an employment purpose as defined in the Fair Credit Reporting Act. The consumer has received a clear and conspicuous disclosure in a document that consists solely of the disclosure stating that a consumer report may be obtained for employment purposes. The consumer has authorized in writing the procurement of the consumer report that is being ordered.
2. The consumer has received a written disclosure that an investigative consumer report about him or her may be obtained. The disclosure further stated that an investigative consumer report would have information bearing on the consumer's character, general reputation, personal characteristics, and mode of living, whichever are applicable. The disclosure also stated that the consumer has a right to request additional disclosures as to the nature and scope of the investigation and that the consumer can exercise this right by making a written request to End-User within a reasonable period of time after the receipt of the disclosure. End-User has provided the consumer an up-to-date copy of the federal notice entitled "A Summary of Your Rights under the Fair Credit Reporting Act." If a consumer requests information as to the nature and scope of Employment Screening Resources' investigation, End-User will comply with the requirements set forth in Section 606(b) of the Fair Credit Reporting Act.
3. In using a consumer report or an investigative consumer report for employment purposes, End-User certifies that information from the report(s) to be provided by Employment Screening Resources will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation, or any other applicable law.
4. Where the consumer will be employed in a jurisdiction that requires a conditional offer of employment, a conditional offer was made prior to initiating this background check request.
5. Before taking any adverse action based in whole or in part on the consumer report, End-User will provide to the consumer to whom the consumer report relates or authorize Employment Screening Resources on End-User's behalf to provide to the consumer to whom the consumer report relates: (a) a copy of the consumer report; (b) a copy of the "Summary of Rights Under the Fair Credit Reporting Act" and any applicable state or local summary of rights; (c) a reasonable opportunity of time to correct any erroneous information contained in the consumer report (and provide Employment Screening Resources' name and contact information); and if the consumer is ultimately disqualified, (d) provide an adverse action letter, including the statutorily required notices identified in Section 615 of the Fair Credit Reporting Act (15 U.S.C. 1681m) and applicable state and local law.

THIS CERTIFICATION FORM MUST ACCOMPANY THE OTHER REQUIRED DOCUMENTS SUBMITTED TO ESR IN ORDER FOR THIS BACKGROUND CHECK TO BE PROCESSED.



EMPLOYMENT SCREENING RESOURCES®

BACKGROUND CHECK AUTHORIZATION

I have been provided with, read and understand the foregoing Disclosure of Background Investigation, and I hereby agree, authorize and consent to the (a) the preparation of consumer reports and investigative consumer reports ("Background Reports") about me by Employment Screening Resources, a consumer reporting agency, as described in the Disclosure of Background Investigation, and (b) procurement of Background Reports about me by Diocese of Sioux City ("Company"), which I understand may contain information about my character, general reputation, personal characteristics, and/or mode of living.

I authorize ESR, subject to any applicable laws protecting my privacy, to collect various types of information to prepare Background Reports that may include, but are not limited to, domestic and international: criminal records, civil records, sex offender databases, employment records, education records, professional credential and license records, department of motor vehicle records ("driving records"), military records, credit reports, professional and personal references, government sanctions and exclusions databases, drug and occupational health screening results, and where it applies to the position; DOT-regulated employer records in compliance with 49 CFR 382.

I authorize any local, state, federal or international law enforcement agency; public or private agency; administrator; public or private institution, public or private school or university; information services bureau; employer; insurance company; credit bureaus; or any other party holding information under my name to furnish any and all background information requested by ESR for the purpose of providing Background Reports to Company.

I agree, authorize and consent to the release and disclosure of any and all information about me by ESR to Company, and where Company is pursuing my direct or temporary Engagement with a third party, Company may provide that third party with a copy of my Report.

I hereby authorize ESR to provide me with any notices, including those required by federal, state or local laws, on behalf of itself or Diocese of Sioux City at the mailing address(es) and/or email address(es) I have provided to ESR and/or to its client.

This authorization electronically or physically signed by me shall be valid as allowable by law without my further authorization from the date of execution and throughout my Engagement with Company. I agree that a copy of this document by fax or other electronic means shall be as valid as the original.

Printed First Name

Printed Last Name

APPLICANT SIGNATURE _____

Today's Date (MMDDYYYY)

**THIS BACKGROUND CHECK AUTHORIZATION MUST BE PROVIDED AS A STANDALONE DOCUMENT.
DO NOT ATTACH TO OTHER PAPERWORK.**



EMPLOYMENT SCREENING RESOURCES®

DISCLOSURE OF BACKGROUND INVESTIGATION

In conjunction with your (a) application for employment, and if you are hired, at any time during your employment, your promotion, reassignment, or retention; (b) volunteer position; (c) work to be performed under contract or third-party assignment; and/or (d) qualifying for a business transaction ("Engagement"), Diocese of Sioux City ("Company") will use the services of an outside consumer reporting agency and may obtain a "consumer report" or "investigative consumer report" about you.

A "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an Engagement-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records.

An "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information.

This agency will provide a written report of its findings to Company. Company uses Employment Screening Resources ("ESR"), a consumer reporting agency, to perform its Engagement-related background investigations. ESR may be contacted by writing to Employment Screening Resources (ESR), 7110 Redwood Blvd., Suite C, Novato, CA 94945, 888-999-4474, www.esrcheck.com.

Acknowledgment of receipt: DISCLOSURE OF BACKGROUND INVESTIGATION

Printed First Name

Printed Last Name

APPLICANT SIGNATURE _____

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Today's Date (MMDDYYYY)

**THIS BACKGROUND CHECK DISCLOSURE MUST BE PROVIDED AS A STANDALONE DOCUMENT.
DO NOT ATTACH TO OTHER PAPERWORK.**

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:



EMPLOYMENT SCREENING RESOURCES®

NOTICES RIGHTS and ACKNOWLEDGMENTS

Your Rights under Federal Law

I have been provided with a separate Disclosure of Background Investigation and understand that I have the right, upon written request made within a reasonable time after receipt thereof, to request disclosure of the nature and scope of any investigative consumer report. The nature and scope of the most common form of investigative consumer report related to Engagement is the investigation of employee performance, and/or personal and professional references. I may review or obtain a copy of any report(s) about me prepared by ESR by mail or in person as provided by federal law. ESR may be contacted by writing to Employment Screening Resources (ESR), 7110 Redwood Blvd., Suite C, Novato, CA 94945 or by calling 888-999-4474. You will find information about ESR's privacy practices at <http://www.esrcheck.com/Privacy-Policy/>.

Pursuant to section 606(b) of the Fair Credit Reporting Act, you have a right to make a written request of the employer procuring an investigative consumer report to make a disclosure to you regarding the nature and scope of the investigation when the request is made within a reasonable period of time after receipt of this notice of rights.

DPPA Notice: I understand that a "consumer report" may consist of my driving history ("MVR") from a state motor vehicle records agency or Department of Motor Vehicles, and authorize the Company to obtain my MVR(s), which may contain personal information about me, such as my photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information.

I have been provided with a copy of "A summary of Your Rights under the Fair Credit Reporting Act", and I have been advised that I should read, keep and refer to this important information.

Your Rights under State Law

State of Washington applicants and employees only: You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.

Massachusetts and New Jersey applicants, employees, and residents only: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by directly contacting the consumer reporting agency identified above.

New York applicants, employees, and residents only: Upon request, you will be informed whether or not a consumer report and/or investigative Consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You are being provided with a copy of Article 23-A of the New York Correction Law. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by directly contacting the consumer reporting agency identified above.

Check the appropriate acknowledgement box below based on your residence and/or where the position is located.

- New York applicants, employees, and residents: I acknowledge receipt of Article 23 A New York Correction Law.
- Minnesota and Oklahoma applicants, employees or residents: Please check this box if you would like to receive a free copy of consumer report if one is obtained by the Company.
- Employees working in San Francisco City or County. I acknowledge receipt of Employee Rights under San Francisco Police Code Article 49.
- Residents of CO, CT, HI, IL, MD, NV, OR, VT, WA, New York City, Philadelphia, PA or Washington, DC: IF THIS BOX IS CHECKED, Your report will include a Credit Report. This is permissible because you are being considered, retained, hired, or promoted to the following position:

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Acknowledgment of receipt: NOTICES, RIGHTS, and ACKNOWLEDGMENTS

Printed First Name

Printed Last Name

**THIS NOTICES AND RIGHTS ACKNOWLEDGMENT MUST BE PROVIDED AS
A STANDALONE DOCUMENT.
DO NOT ATTACH TO OTHER PAPERWORK.**

APPLICANT SIGNATURE

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Today's Date (MMDDYYYY)

PERSONAL INFORMATION

IN ORDER TO VERIFY MY IDENTITY FOR THE PURPOSES OF BACKGROUND IDENTIFICATION, I AM VOLUNTARILY RELEASING MY DATE OF BIRTH, SOCIAL SECURITY NUMBER AND THE OTHER INFORMATION BELOW FOR MY OWN BENEFIT AND FULLY UNDERSTAND THAT ALL ENGAGEMENT DECISIONS ARE BASED ON LEGITIMATE NON-DISCRIMINATORY REASONS.

First Name (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)

Middle Name or Initial

Last Name (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)

Date of Birth (MMDDYYYY)

Other Legal Names Known By

Male

Female

Social Security Number

Driver's License Number (No Dashes - Using Format Shown on License)

State

Current Address

Apt #

of years at this address

City

State

Zip Code

County

Area Code

Daytime Phone Number

Area Code

Evening Phone Number

DESIGNATED EMAIL ADDRESS TO SEND ME NOTICES AND OTHER COMMUNICATIONS REGARDING MY BACKGROUND CHECK

City (WHERE YOU WILL BE WORKING)

State

MAY WE CONTACT YOUR "CURRENT EMPLOYER"? YES YOU MAY CONTACT THEM NO DO NOT CONTACT THEM

PROVIDE ALL OTHER RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

MM/YY/MM/YY

Former: _____ / _____
Street (Apt.#) City State County Zip Code From / To?

Former: _____ / _____
Street (Apt.#) City State County Zip Code From / To?

Former: _____ / _____
Street (Apt.#) City State County Zip Code From / To?

Former: _____ / _____
Street (Apt.#) City State County Zip Code From / To?

Signature

Today's Date (MMDDYYYY)